

## REQUESTS FOR TDY ACCRUAL PAYMENTS

Requests for TDY accrual payments should be submitted on a 30-day basis. For soldiers TDY and return, requests are submitted to the DFAS location servicing the permanent station. For soldiers PCS/TDY enroute, requests are submitted to the DFAS location servicing the TDY installation.

DD Form 1351-2 (Travel Voucher or Subvoucher) will be used for TDY accrual payments.

Items 1-11 will be completed with the appropriate information. Include your email address and telephone number at the TDY location for notification of discrepancies.

Include previous payments in item 9.

Item 15 (itinerary) will be completed as follows with the appropriate information:

a. Date		b. Place	c. Mode Of Travel	d. Reason For Stop	e. Lodging Cost	f. POC Miles
7Apr	DEP	Ft. Campbell, KY	PA			620
7 Apr	ARR	Ft. Eustis, VA		TD	980.00	
6 May	DEP					
6 May	ARR	Long Term TDY – Ft. Eustis, VA				
		1 <sup>st</sup> accrual				

Lodging expense for the period is included in block 15e.

Item 18 must reflect expenses (lodging tax, rental car, etc) for the 30 day period. Non-availability control numbers for meals and/or lodging should also be annotated. If in & around mileage has been authorized/approved, a mileage log must be attached to support the amount claimed. Laundry/dry cleaning reimbursement is the actual cost not to exceed an average of \$2.00 per day not an automatic entitlement of \$2.00 per day.

Supervisor signature (item 20c) is not required for long term accrual payments.

Annotate which accrual payment is being requested (1<sup>st</sup> accrual, 2<sup>nd</sup> accrual, etc.) in item 15b.

Two copies of the travel voucher, orders, lodging receipt, rental car receipt, and other reimbursable expense receipts over \$75.00 are required. If vouchers are mailed, original receipts are required. Any leaves taken must be supported with DA Form 31.

Split disbursement to pay expenses charged to the Government Travel Card is highly encouraged to eliminate possible delinquency while TDY.

Final settlement vouchers must include the entire period of TDY, all expenses including those claimed on accrual payments and all previous payments received. Supervisory review is required and must be annotated in item 20c. and d.

Accrual requests will be submitted to the following DFAS Locations:

DFAS Indianapolis (Forts Eustis, Monroe, Story, Knox, Gordon, Huachuca)  
DFAS-Indianapolis Center  
Travel Operations  
Dept. 3777  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249-3700  
FAX: DSN 699-3914, COMM (317) 510-3914  
Inquiries: DSN 699-4118

DFAS Rome (Forts Jackson, Leavenworth, and Carlisle Barracks)  
DFAS-Rome  
ATTN: DFAS-FT/RO  
325 Brooks Road  
Rome, NY 13441-4527  
FAX: (315) 330-6710  
Inquiries: 1-800-447-1150

DFAS LAWTON(Forts Sill, Lee, Bliss, and Leonard Wood)  
DFAS-Lawton  
ATTN: Travel  
4700 Mow Way Road  
Fort Sill, OK  
FAX: DSN 639-6953 (Sill), 0141 (Lee), 7381 (Bliss), 7859 (Wood)  
Inquiries: DSN 639-0201

DFAS Orlando (Forts Benning and Rucker)  
DFAS-Orlando  
Travel Pay Services  
2500 Leahy Avenue  
BOX 934600  
Orlando, FL 32893-4600  
FAX: DSN 791-4354  
Inquiries: DSN 791-4354